



**California Multiple Award Schedule (CMAS)  
Bulletin 29  
July 20, 2001**

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**Employment  
Development  
Department  
(EDD) Reporting  
Requirements  
(Correction)**

The following corrects misinformation provided in Bulletin 28 regarding EDD reporting requirements for independent sole proprietor contractors:

1. The requirement pertains to state agencies and local government agencies.
2. Phone number 916/651-6945 is for Magnetic Media Questions not technical questions.

We apologize for any inconvenience.

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**Invoice  
Payments**

Many suppliers are changing names and ownership status. This may result in invoice problems because the name of the company on the invoice, purchase order and CMAS contract must match or the State Controller's Office will not approve payment.

Suppliers who change the name of their company or ownership status must provide the information required in Exhibit K of the Contractor Packet and request a modification to their contract.

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**Contractors  
Acting as Fiscal  
Agents are  
Prohibited**

When a subcontractor ultimately performs all of the services that a contractor has agreed to provide and the prime contractor only handles the invoicing of expenditures, then the prime contractor's role becomes that of a fiscal agent because it is merely administrative in nature. It is unacceptable to use fiscal agents in this manner because the agency is paying unnecessary administrative costs.

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**Required  
Consultant  
Reports**

Public Contract Code (PCC) 10359 requires state agencies to report their Consulting Services Contract activity for the preceding fiscal year to the Department of General Services (Procurement Division/Administrative Unit) and the six legislative committees and individuals that are listed on the annual memorandum from the Department of General Services (DGS). Departments are required to report their fiscal year contract data by August 12<sup>th</sup> of each year. The PCC also requires DGS to report to the Legislature a list of departments and agencies that have not submitted the required report.

Public Contract Code (PCC) 10369 requires state agencies to prepare post evaluations on form STD. 4 for all completed consulting services contracts of more than \$5,000 or more. Copies of negative evaluations must be sent to DGS Office of Legal Services (OLS). In addition, the Bureau of State Audits requires agencies annually to certify compliance with these requirements.

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**Contractor's  
Licenses**

When contractor's licenses are required, the prime and subcontractor (if applicable) must both hold a valid license for the work being performed.

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**Cal-Card  
Purchases**

A STD. 65, Contract/Delegation Purchase Order, form is not required for any transaction paid with a Cal-Card. However, if an agency chooses to use a STD. 65 and pay with a Cal-Card, it is very important to clearly indicate that Cal-Card is the method of payment to avoid paying the supplier twice.

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**Revised CMAS  
Processes**

Use of Terminated Contracts – Suppliers who use inactive or terminated contracts may be prohibited from participating on the CMAS program for six months. Agencies must check the CMAS List of Approved Contractors at [www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd) (click on CMAS) to determine whether a contract is currently valid.

Quarterly Reporting - The CMAS Unit will not process any contract activity (new offers, renewals, and/or modifications) for suppliers who have past due quarterly reports.

Contract Extensions - CMAS contract extensions will be for 3 months "only" and will be added to the base contract end term when the CMAS contract is initially established, or through subsequent modification.

Maximum Number of Contracts – Effective January 1, 2002, a maximum of 15 CMAS contracts will be allowed for a single supplier.

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**New Contact for  
Prison Industry  
Authority (PIA)  
Waivers**

The Procurement Division contact for CMAS contracts that require prior waiver from Prison Industry Authority (PIA) has been changed to Toni Vice. She can be reached at:

Phone # 916/323-3465

Facsimile # 916/322-4496

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**Questions?**

Questions pertaining to the CMAS program may be forwarded to 916/324-8045 or E-mail us at: [cmas@dgs.ca.gov](mailto:cmas@dgs.ca.gov).

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